



*Lowell Public Schools*  
*Lowell High School*  
*50 Fr. Morissette Blvd*  
*Lowell, Massachusetts 01852-1050*



Memorandum

Memo

To: Dr. James Hall  
From: Michael Fiato  
Re: Lead Positions  
Date: July 10, 2023

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Lowell High School is recommending two lead teacher positions and one lead security guard position as part of our overall high school structure to enhance and support student academic, socio-emotional, and safety of our school community. The requests for these positions are supported by the school-based budgeting process through the School Site Council as part of our overall mission and vision for the school.

These duties would be assigned to the individuals to complete in addition to their regular responsibilities, which would require additional time beyond their contractual hours of the school day.

**Latin Lyceum Lead**

The Latin Lyceum continues to serve as a dynamic academic program to serve high achieving students at Lowell High School. Several years ago, the role of Latin Lyceum teacher lead was eliminated due to budget cuts which created the need for additional staff to take on the role, including the Freshmen Academy Assistant Principal and the Social Studies Department Chair and other teacher volunteers. This approach by committee has resulted in a lack of role clarity leading to confusion for middle school staff, students and families. The addition of a stipend for a lead teacher will result in a clearly defined point person to serve as the facilitator for the Lyceum program and free up the Assistant Principal and Department Chair to focus on their primary responsibility of instructional leadership.

**Flex Block Lead**

A Lead Teacher for Flex Block is essential for its successful sustainability and continuation. Flex Block is a new initiative launched during SY 22-23 in order to re-think the educational experience by allowing students one period per week to pursue their passions and interests in a non-academic, yet structured setting with a teacher and/or community partner. Last year, a few teachers volunteered their time, without compensation, to coordinate all of the logistics associated with Flex Block. For this school year, we seek to compensate a Lead Teacher with expertise in student scheduling, program management, community partnership recruitment, and the willingness to commit the necessary time to run a successful Flex Block



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program. This coordination and oversight will ensure that students can pursue their passions and interests while fostering a dynamic and engaging learning environment within our school community.

**Lead Security Guard**

A stipend for a Lead Security Guard is recommended to ensure the success and organization of the security team at Lowell High School. As the primary point of contact for all security-related matters, the Lead Security Guard will provide on the ground expertise, leadership, and coordination of day-to-day operations. This stipend will play a role in maintaining a safe and secure environment for students, staff, and visitors. By overseeing the security operations, the Lead Security Guard ensures that all security protocols and procedures are implemented effectively, responds promptly to incidents, and collaborates with school leadership. This position will provide the security team with clear direction, enhancing their ability to handle emergencies, prevent potential threats, and maintain a welcoming and secure atmosphere for everyone in the school community.

These lead positions will create multiple benefits and opportunities for Lowell High School students and staff. These positions will create clearly defined roles and responsibilities that will enhance the overall school climate, culture and achievement of the school.

### Lead Security Guard

#### Duties

- Daily Deployment Plans and Check Ins
- Assess Campus Short and Long Term Security Needs
- Serve as Liaison with Administration and School Community
- Lead Professional Development and Biweekly Meetings with Campus Leaders

### STIPEND

\$3,600

### Lead FLEX Block Teacher

#### Duties

- Serve as coordinator of FLEX Block
- Serve as liaison with staff, students and community to schedule and coordinate FLEX Blocks
- Meet regularly with administrators and staff to review student participation and gather feedback for continuous improvement

### STIPEND

\$3,600

### Lead Latin Lyceum Teacher

#### Duties

- Serve as point of contact for Latin Lyceum
- Coordinate recruitment, testing, enrollment and outreach to families and middle schools
- Review policies and protocols for enrollment with administration and staff to ensure equitable opportunities for student participation
- Coordinate end of year celebration(s)

### STIPEND

\$3,600